

Retention and Classification Report

Agency: Ogden School District (Utah). Office of Personnel and Staff
Support Services (1543)
2444 Adams Avenue
Ogden, UT 84401
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Records Officer

03889	FICA report
84191	Permanent employee card
84188	Rental agreement files
84190	Salary data books

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 3889

3

TITLE: FICA report

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by program number
DESCRIPTION:

These registers record by department code amounts deducted from employees payroll checks. They are used for reference in retirement and other miscellaneous deductions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on the record's primary administrative value to the agency.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 3889

TITLE: FICA report

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84191

3

TITLE: Permanent employee card

DATES: [ca. 1905]-

ARRANGEMENT: alphabetical by name of employee

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These cards summarize the work history of district employees. They are used for reference purposes. The cards are updated as information is changed. They include: name, address, marital status, date and place of birth, employment history (year, school worked, name of supervisor, assignment, and salary), date and reason for termination.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years after termination of employee and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. These files are seen as essential for referencing information on district employees.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84188

3

TITLE: Rental agreement files

DATES: 1979-

ARRANGEMENT: alphabetical by school

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include: date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for usage of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after expiration of rental agreement and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. It was determined the previous year's files should be kept for the preparation of repeat contracts. The form has no value after agreement has expired. For audit purposes, the business office maintains for three years a copy of receipts

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support
Services

SERIES: 84188

TITLE: Rental agreement files

(continued)

issued for all rentals.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84190

3

TITLE: Salary data books

DATES: 1967-

ARRANGEMENT: chronological, thereunder numerical by position code, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These books are compilations of salary data on all district personnel. They are used for planning and reference purposes. The books from 1966 to 1972 include: name, age, training, salary, total experience, salary schedule, military service, extra experience years, plus thirty hours, dependency, and total salary. From 1972 to 1984, the books included: name, cost code, step, grade, hours per day, days per week, days scheduled, hourly rate, daily rate, monthly salary, salary earned, and scheduled salary. In 1984, the information was automated and the books became computer printouts. They include: name of employee, social security code, account number, percent of full time equivalent (FTE), salary survey (SS), step (ST), lane (LN), number of hours per day, number of contract days, daily rate, monthly salary, and annual contract salary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 50 years and then destroy.

Computer data files: For records beginning in 1984 and continuing to the present. Retain in Office for 2 years after put to Computer Output Microfiche and then erase.

Computer output microfiche master: Retain in Office for 50 years

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84190

TITLE: Salary data books

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and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. This report is seen as the most valuable salary record. It is used for reference and planning purposes.